

~~SECRET~~~~REF ID: A6590~~~~1 January 1968~~

RECORDED BY: Members, Research and Development Review Board

SUBJECT: Inventory of Research and Development Projects

1. At its meeting on 13 December 1967 the members expressed the need for more comprehensive information on the projects within the Agency in order to:

- a) provide reference data for background analysis and study required for basic judgments which Board members must make;
- b) satisfy the needs of those engaged in budget and financial work, planning, project appraisal, etc.--in general, presentations and arguments before the Bureau of the Budget, Congressional Committees, and similar groups; and
- c) provide technical descriptions with some uniformity to professional engineers and scientists throughout the Agency will have a reference source for determining the types and stages of research and development efforts underway or planned within an area of interest to them.

2. The above requirement necessitated certain ground rules for the collection of information and for categorizing it. R/R/P, Plans and Programs staff are reduced these to a reporting format of the least complexity. (See attachment.) It is not expected that all projects will provide data for all blocks on the form, but we will require at least a vocabulary as the reporter can tolerate. Without this, we cannot obtain the objectives of classifying the information by substantive field, objective or end usage. The instructions which accompany the form explain in some detail the vocabulary desired--will there be further question regarding this, R/R/P, Plans and Programs will be available for assistance.

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~~SECRET~~ SUBJECT: Summary of Research and Development Projects

1. A date of 20 January was set for the reporting of this information at the meeting. As most of the information desired is already available in similar format this briefing session will be brief and we would appreciate it if you could telephone back your rough information by 16 January.

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2. ~~Director, Plans and Programs  
Deputy Director  
(Science and Technology)~~

~~Information:~~  
~~by subject~~

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